



17575 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037

Morgan Hill Library
660 West Main Avenue
Morgan Hill, California

Chairperson:	Pamala Meador
Vice Chair:	Loren Burks Winzeler
Commission Member:	Susan Brazelton
Commission Member:	Amy Whelan
Commission Member:	Tim Hennessey
Commission Member:	Jorge Artiles
Commission Member:	Kerry Perryman

LIBRARY, CULTURE AND ARTS COMMISSION REGULAR MEETING

March 11, 2014

7:00 P.M.

AGENDA

CALL TO ORDER

ROLL CALL ATTENDANCE

DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

OPPORTUNITY FOR PUBLIC COMMENT

PUBLIC COMMENT

Members of the public are entitled to address the Library, Culture, & Arts Commission concerning any item within the Commission's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the Library, Culture & Arts Commission is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

ADOPTION OF AGENDA

LIBRARY REPORTS

A. COUNTY LIBRARY REPORT

Legislation, Funding & Budgeting, JPA

County Librarian

B. MORGAN HILL LIBRARY REPORT

User Statistics-Staffing-Programs-Upcoming Events

Community Librarian

C. FRIENDS OF THE LIBRARY REPORT

President

WORKPLAN UPDATES

City Liaison

Permanent Public Art

Art and Culture Events

Library Outreach & Support

All Commissioners

Meador, Hennessey

Brazelton, Meador, Whelan

Hennessey, Meador, Whelan, Artiles

Whelan

CONSENT CALENDAR

1. APPROVAL OF MEETING MINUTES FOR January 14, 2014

BUSINESS

2. UPDATE COMMISSION ON JOINT COMMISSION/MAYOR TASK FORCE MEETING:

Recommended Action: Review minutes from Meeting in February and discuss proposals that came out of that meeting.

3. COMMISSION SELECTION OF CHAIR AND VICE CHAIR

Recommended Action: 1.) Select Chair and Vice Chair

4. WAITING FOR THE TRAIN STATUE MAINTANCE SCHEDULE

Recommended Action: Review Kiwanis proposal to do semi-annual maintenance supervised by artist. Review Maintenance guidelines for that sculpture along with the Lady on the Mushroom and the Bobcat Sculpture.

5. 2013 -14 DRAFT WORK PLAN

Recommended Action: 1.) Review draft work plan. 2.) Assign Commissioner Perryman to work plan items. 3.) Commissioners Hennessey and Meador to provide any update related to work plan from Mayor's Task Force for Commissions.

ANNOUNCEMENTS

FUTURE COMMISSION INITIATED AGENDA ITEMS:

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

ADJOURNMENT to the next monthly meeting at **7:00 p.m.** on May 13, 2014, Morgan Hill

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Following the opening of the Meeting, the public may present comments on items **NOT** appearing on the agenda that are within the Commission's jurisdiction. Should your comments require Commission action; your request will be placed on the next appropriate agenda. No discussion or action may be taken until your item appears on a future agenda. You may contact the Clerk for specific time and dates. This procedure is in compliance with the California Public Meeting Law (Brown Act) G.C. 54950.5. Please limit your presentation to three (3) minutes.

PUBLIC COMMENTS ON ITEMS APPEARING ON AGENDA

The Library, Culture & Arts Commission welcomes comments from all individuals on any agenda item being considered by the Commission. Please complete a Speaker Card and present it to the Clerk. This will assist the Members in hearing your comments at the appropriate time. Speaker cards are available from staff. In accordance with Government Code 54953.3 it is not a requirement to fill out a speaker card in order to speak to the Commission. However, it is very helpful to the Commission if speaker cards are submitted. As your name is called, please walk to the podium and speak directly into the microphone. Clearly state your name and address and then proceed to comment on the agenda item. In the interest of brevity and timeliness and to ensure the participation of all those desiring an opportunity to speak, comments presented to the Commission are limited to three minutes. We appreciate your cooperation.

NOTICE

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Morgan Hill complies with the Americans with Disability Act (ADA) and will provide reasonable accommodation to individuals with disabilities to ensure equal access to all facilities, programs and services offered by the City. If you need special assistance to access the meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation. Please make your request at least 48 hours prior to the meeting to enable staff to implement reasonable arrangements to assure accessibility to the meeting.

If assistance is needed regarding any item appearing on the agenda, please contact the Office of the City Clerk at City Hall, 17575 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation.

NOTICE

Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

NOTICE

The time within which judicial review must be sought of the action by the Commission which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.



March 2014
Commission Report
Nancy Howe, County Librarian

New Community Librarians for Los Altos and Saratoga

I am very pleased to announce that, following a national search, Santa Clara County Library District has selected new Community Librarians for the Los Altos Library/Woodland Branch and the Saratoga Library.

Judith Gregg will begin serving as the Los Altos Community Librarian on March 17. Judith comes to us from San Jose Public Library, where she has managed a variety of branch locations over the last seven years, as well as her most recent position managing the Reference and Resources Department of the Martin Luther King Library. Judith has a history of deep community involvement, and she has developed several innovative programs that dovetail with SCCLD's current areas of focus, including early literacy and English as a Second Language. Prior to her tenure with San Jose Public Library, Judith worked for seven years as a Branch Manager for the San Diego County Library, where among other responsibilities she managed a joint use branch library with a local middle school. For her work with the Solana Beach branch library, Judith was selected as one of the 2004 winners of the New York Times Librarian of the Year award.

Allison Parham has served as the Acting Community Librarian at the Saratoga Library since October, and the "Acting" will be dropped from her title on Monday with her permanent appointment in the position. Prior to her work at Saratoga, Allison served for three years as the Supervising Librarian for Adult and Teen Services at Campbell Library, where she was responsible for a District-wide effort to develop Topic Teams to create online content, programs, and services in numerous subject areas to appeal to adults 25-55 in the communities SCCLD serves. Allison also worked for three years as the District's first Electronic Resources Librarian, and was responsible for the initial rollout of many initiatives including, but not limited to, website improvements, social media, text-messaging reference service, and a mobile application. She also worked at the Santa Clara City Library for eight years, working her way up from Library Page to Librarian before coming to work for Santa Clara County Library District.

New E-Books Brochure

A newly designed brochure for the public, *Getting Started E-Books and Downloads* is now available. Copies will be distributed at all commission meetings.

Highlight on Accessible Services

Santa Clara County Library District provides many accessibility services for our patrons. Borrowers with visual or other disabilities may be eligible to borrow, at no cost, recorded and Braille books and devices from the Braille and Talking Book Library, which is a branch of the California State Library as well as from the National Library Services for the Blind and Physically Handicapped. Locally, Books Aloud, Inc. is a non-profit organization which records books on cassette tape and has a free loaning program to the blind and disabled, where recordings can be mailed directly to the home of eligible readers, or can be sent to one of our libraries. SCCLD has a small collection of books in Braille, and a large collection of

audiobooks. For students, LearningAlly offers audio textbooks that match schools' core curricula and loans them to qualified students. Other services SCCLD offers include our Bookmobile, which makes 35 stops throughout the county, as well as home library services for homebound people residing in our service area. Each of our libraries have adaptive technologies on our public computers, including ZoomText, which offers screen magnification and screen reading. Our website lists more information, <http://www.sccl.org/services/accessible-services/programs>

Early Voting Sites

In partnership with the Santa Clara County Registrar of Voters, the Library will provide sites for early voting for the June primary elections at four libraries: Campbell Library (Supervisorial District 4), Gilroy Library (Supervisorial District 1), Los Altos Library (Supervisorial District 5), and Milpitas Library (Supervisorial District 3). Santa Clara County Library District does not have any facilities in Supervisorial District 2.

Early voting will be available for any Santa Clara County resident from noon to 5 pm on four dates:

- Saturday, May 24th
- Sunday, May 25th
- Saturday, May 31st
- Sunday, June 1st

As an experiment, the Campbell and Gilroy Libraries, which are normally closed on Sundays, will be open for business from noon to 5 pm on these two Sundays.

Library Commission Report
March 11, 2014
Peggy Tomasso, Community Librarian

Statistics

Summary of 2013 :

Children's: 419 programs with 21,510 attending; Teen: 58 programs with 2,346 attending;

Adult: 173 programs with 3,924 attending.

Total Circ: 788,086; Total Gate Count: 300,297; Total new cards: 3,184

2014 Monday Gate Count:

Jan 6	605		Feb 3	815
Jan 13	704		Feb 10	838
Jan 20	Closed		Feb 17	Closed
Jan 27	848		Feb 24	1006

2013 Monthly Average Gate Count:

			Jan	Feb	March	April	May	June
Average Tuesday	1463	1402	1344	1344	1368	1425		
Average Wed	1434	1236	1417	1359	1298	1261		
Average Thursday	1303	1266	1215	1212	1173	1162		
Average Friday	888	905	789	811	772	826		
Average Saturday	1258	1283	1084	987	926	1009		
Monthly Average	1278	1216	1149	1152	1104	1130		
Highest Gate Count	1633	1505	1498	1557	1441	1570		

			July	Aug	Sept	Oct	Nov	Dec
Average Tuesday	1523	1389	1373	1313	1298	1080		
Average Wed	1340	1240	1360	1544	1270	1238		
Average Thursday	1246	1161	1204	1135	1229	998		
Average Friday	874	769	800	851	840	707		
Average Saturday	932	950	939	1170	1150	1188		
Monthly Average	1204	1083	1135	1219	1153	1034		

Highest
Gate
Count

1568 1466 1459 2619 1417 1735

	Jan 2014	Jan 2013
Total Circulation	67,619	70,893
Adult/Teen Circulation	35,456	38,521
Children's Circulation	32,163	32,372
Total # of Programs	64	48
Total # of Attendees	2,230	1,914
New Cards	221	392
Gate Count	26,047	28,820

Upcoming March/April Programs:

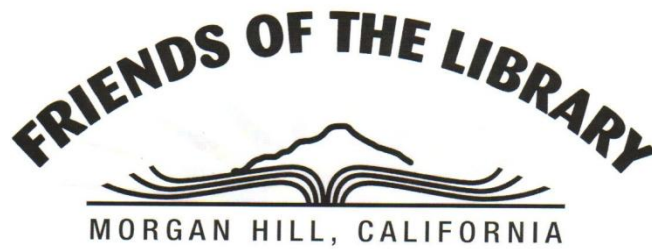
3/12 @ 7 Growing Great Tomatoes, Squash & Peppers
 3/13 @ 3:00 SVR Author, Chris Grabenstein
 3/15 Free practice SAT Test
 3/18 @ 4:00 Dino Taxidermy craft program
 3/20 @ 4: Manga and Anime book discussion
 4/22 @ 3: Silicon Valley Reads Author Joe Bluhm
 3/26 @ 6:30: Homebuyer Assistance Workshop
 3/29 @ 12 Catching Fire Movie Release Party
 3/29 @ 4: Chamber Music by the Bay
 4/8 @ 7: Live Oak High School Jazz Band
 4/9 @ 7: Growing Plants to Attract birds, Bees, & Beneficial Insects
 4/22 @ 7: Ann Sobrato High School Jazz Band
 4/29 @ 7: How to create a successful retirement plan

Ongoing programs: *Zumba* on Mondays at 5:30, Reading Buddies, Great Decisions Discussion Series 1st & 3rd Wednesdays, Virtual Lawyers in the Library, Pinterest Craft club, 1st Tuesday Knit-in, CalFresh sign-up, UFW Mushroom Worker signup, and 5 weekly storytimes.

Outreach: Prestige School visit - 3 classes with 44 attendance, Chamber Education Committee meeting, Community Conference Planning meetings, and the January Chamber Mixer.

Staff:

Children's Librarian Judy Wolfhal has resigned to move to Texas. We will be hiring a new Senior Clerk this month.



Report to the Library, Culture and Arts Commission,

March 11, 2014

Teresa Stephenson, President

- **Friends Activities**

Our winter book sale was held on February 15. We had hundreds of children and teen books for 10 cents each at the sale and sold nearly all of them. We raised \$2039.60, including 24 new/renewal memberships.

We still have many high quality children's and teen books so we are having a special book sale on Thursday, March 20 from 10 am to noon and Saturday, March 22 from 10 am to 3 pm. for just those books. Tell your friends! Teachers will receive a 10% discount.

We had our Silicon Valley Reads event on Tuesday, March 4 . Robin Sloan , author of *Mr. Penumbra's 24 Hour Bookstore*, spoke to an enthusiastic audience of about 60 people. He was one of the best authors we've had speak to us, in my opinion.

Several of the Friends attended the annual Friends, Foundations, Endowments & Commissioners Forum on February 1st. We had some great breakout sessions, keynote speakers and a tour of the new facility.

Don't forget to renew your membership in the Friends for 2014!

- **Upcoming Activities**

- March 20 and 22 – Children/Teen Book Sale
- April 12 – Morgan Hill Community Conference
- April 22- Friends Board Meeting



Agenda Item # 1
Submitted for Approval: March 14, 2014

17575 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037

CITY OF MORGAN HILL
LIBRARY, CULTURE AND ARTS COMMISSION
SPECIAL MEETING
MINUTES - JANUARY 14, 2014

CALL TO ORDER

Chairperson Pamala Meador called the meeting to order at 7:01pm.

ROLL CALL ATTENDANCE

Present: Commissioners: Pamala Meador, Loren Burks-Winzeler,
Jorge Artilles, Tim Hennessey,
Absent: Commissioner(s): Amy Whelen, Susan Brazelton, and Kerry Perryman

DECLARATION OF POSTING OF AGENDA

Community Services staff Chris Ghione certified that the meeting's agenda was duly noticed and posted in accordance with Government Code Section 54954.2

PUBLIC COMMENTS

Chairperson Pamala Meador opened/closed the public comment period.

LIBRARY REPORTS

A. COUNTY LIBRARY REPORT	County Librarian
Written and verbal report delivered	
B. MORGAN HILL LIBRARY REPORT	Community Librarian
Written and verbal report delivered	
C. FRIENDS OF THE LIBRARY REPORT	President
Written and verbal report delivered	

WORK PLAN UPDATES

City Liason - No action item

Permanent Public Art - Inventory is done. Commissioner Amy Whelen to report.

Art & Cultural Events - No action item to report

Library Outreach & Support - No action item to report

CONSENT CALENDAR

1. APPROVAL OF MEETING MINUTES FOR July 9, 2013
2. APPROVAL OF MEETING MINUTES FOR Sept 10, 2013

BUSINESS

3. DISCUSS CONCEPT PRESENTED BY DR. AVI ELLAM AMZALLAG
1) Commission recommends further discussion and review. 2) Commissioners Artiles, Burks and Meador to review.
4. REVIEW OF CITY COUNCIL POLICY CP96-02 REGARDING TERM AND SELECTION OF CHAIR AND VICE CHAIR OF CITY BOARDS AND COMMISSIONS
No action item.
5. WAITING FOR THE TRAIN STATUE MAINTENANCE SCHEDULE
No action item. Recommending this item be taken off Business Agenda.
6. 2013-2014 DRAFT WORK PLAN
Meador and Hennessey met with Mayor's Task Force. No action.

ANNOUNCEMENTS

No announcements made.

FUTURE COMMISSION INITIATED AGENDA ITEMS

Note: In accordance with Government Code 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

ADJOURNMENT

There being no further business, Chairperson Pamala Meador adjourned the meeting at 8:43 p.m.

MINUTES RECORDED AND PREPARED BY:

Library Culture and Arts Commissioner Loren Burks-Winzeler

CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP 96-02

SUBJECT: POLICY REGARDING TERM AND SELECTION OF CHAIR AND
VICE CHAIR OF CITY BOARDS AND COMMISSIONS

DATE: APRIL 17, 1996

REVISION DATE: DECEMBER 15, 1999, REVIEWED JUNE 27, 2007; AMENDED
APRIL 16, 2008

ORIGINATING DEPT: CITY CLERK

In order to provide an efficient method for the selection of Chair and Vice-Chair from the members of the Boards and Commissions, it shall be the policy of the City Council of Morgan Hill to have these officers serve a one (1) year term beginning the first regular meeting date when the Boards and Commissions reorganize; following City Council appointments. A rotation system shall be followed in the selection of the Chair and Vice-Chair. The member who has served the longest on the Board or Commission without serving as Chair during the previous four (4) years shall be selected for the position of Chair. The member second in seniority who has not yet served during the previous four (4) years as Chair shall become Vice-Chair. If the member selected as Vice-Chair is on the Board or Commission at the time the next Chair is selected he/she shall become Chair.

Prior to selection as Chair, a Board or Commission member must serve a minimum of twelve (12) months on the Board or Commission. Each member's seniority shall begin upon the effective date of that member's appointment to the Board or Commission. If two (2) or more members have equal seniority, the Board or Commission shall make the selection. In the event a member otherwise eligible for selection declines the position, the member next in seniority shall be selected. A Board or Commission member will be eligible to serve another term as Chair and Vice Chair provided at least four (4) years have transpired since having previously served as Chair or Vice Chair respectively. Such period may be reduced by one year increments if no other Board or Commission member is eligible to serve due to a recent appointment or because a member otherwise eligible for selection declines the position. If two or more members are eligible to serve another term as Chair, the member who has served the longest on the Board or Commission since having previously served as Chair shall be first in seniority to serve another term as Chair and Vice Chair.

This policy shall remain in effect until modified by the City Council.

APPROVED: _____

STEVE TATE, MAYOR

Library Culture and Arts Commission FY 2013-14 Proposed Work Plan

Committee / Commission: LIBRARY, CULTURE, AND ARTS COMMISSION					
Overall Mission: To assist the City Council in accomplishing its goals by fostering an environment conducive to and supportive of the arts, culture, and life-long learning in Morgan Hill, working with existing community groups to promote resources, and facilitate partnerships.					
Project (Commissioner Responsible)	City Council Goal Supported	Start Date	Complete Date	Staff Resources Required	Desired Outcome
Liaison with City Departments, Other Community Groups, MH Citizens	Community Engagement & Organizational Effectiveness	July 1	June 30	Recreation Supervisor (minimal)	(1) Draft and send letter to appropriate City Staff to introduce new LCAC members and provide update of activities (Meador) (2) Participate with other City groups for LCAC related items (All) (3) Work to explore possibilities and include LCAC in City budget process as it pertains to city art and cultural projects (Artiles/All) (4) Monitor city and downtown activities, groups, and projects; offer support when needed (Hennessey/All)
Permanent and Proposed Public Art	Community Engagement	July 1	June 30	Recreation Supervisor (minimal)	(1) Publish art catalogue on City's website to better promote the collection and create a "Virtual tour" (Meador/Brazelton) (2) Respond to maintenance needs, particularly if art is damaged or harmful (All) (3) Update permanent art inventory (Whelan) (4) Monitor and support the Peace Pole project as necessary (Whelan) (5) Monitor and support the Romero project as necessary (Meador)
Art and Culture Events	Community Engagement Youth Economic Development	July 1	June 30	Recreation Supervisor (minimal)	(1) Organize LCAC booth for 2014 Art a la Carte (Whelan) (2) Investigate opportunity or partnership for expanding performing arts (All)

Committee / Commission: LIBRARY, CULTURE, AND ARTS COMMISSION

Overall Mission: To assist the City Council in accomplishing its goals by fostering an environment conducive to and supportive of the arts, culture, and life-long learning in Morgan Hill, working with existing community groups to promote resources, and facilitate partnerships.

Project (Commissioner Responsible)	City Council Goal Supported	Start Date	Complete Date	Staff Resources Required	Desired Outcome
Library Outreach and Support	Community Engagement & Youth	July 1	June 30	Recreation Supervisor (minimal)	(1) Promote library's services and features to the general public, particularly supporting the effort to get library cards for children, students, and new community members (Whelan) (2) Support the library's art contest involving the Morgan Hill 2035 theme (Whelan, Brazelton, Artiles, _____)

Staff Resources Required:
 0-50 hours: Minimal; 51-100 hours: Moderate; 100+ hours: Significant